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U. S. SANITARY COMMISSION.

No. 45.

Regulations of the New York Agency of the Commission, and for its Transport Service on the Atlantic Coast.

1.

The general management of the affairs of the Commission in New York and the Eastern States is placed in the hands of the Superintendent of the New York Agency, under the general direction of the Executive Committee. He shall appoint such clerks and messengers as the business of the office shall require, and assign them their respective duties, and they shall be directly responsible to him. The Transportation Agent shall also report daily to him, and act under his direction, and perform such duties in the office and elsewhere as may be assigned to him whenever not engaged in the special duties of his place.

2.

The Superintendent alone shall draw on the Treasurer for the expenses of the office and of the transport service, and shall keep an account of all receipts and disbursements, and take receipts therefor. He shall pay all salaries weekly, except those of persons employed in the transport service, which shall be paid immediately on their arrival in New York.

3.

All bills for services or supplies ordered by any member or agent of the Commission, in the city of New York, must be certified by the person ordering them, and passed on by the Committee before payment. The Committee shall have power, in special cases, to dispense with the certificate. When approved by the Committee, the Superintendent shall cause the bill to be paid forthwith. No open accounts are to be kept.

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The Executive Committee will meet at the office of the Commission every day, Sundays excepted, at three P. M. One member shall be competent to act. Minutes or memoranda of the business transacted at each meeting shall be kept in the book provided for that purpose. Its order of business shall be :

1. Examination of bills presented by the Superintendent, and of his accounts.

2. Examination of persons offering their services as surgeons, dressers, and nurses, or for other positions in the transport service.

3. Reports from agents of the Commission.

4. Correspondence.

5. Miscellaneous business.

At each meeting the Superintendent shall report the cash balance standing to the credit of the Commission on that day.

5.

All letters and telegrams, on business of the Commission, received at the office are to be filed for convenient reference, and press copies are to be preserved of all such letters and despatches sent from the office. A list is to be kept and conspicuously posted of all letters received for agents or officers of the Commission, and such letters are to be forwarded at once, if possible, or, if not, to be kept until called for—a memorandum being preserved of the disposition of each.

6.

A Register shall be kept, under the direction of the Superintendent, of all sick or wounded men brought to New York on any transport of the Commission. Such Register shall state the name, rank, regiment, company, and residence of each patient, the nature and severity of his wound or disease, and the disposition made of him on his leaving the transport, with any further information in regard to him that may be material.

There shall also be a Register of all persons employed in the transport service of the Commission, specifying the name, age, residence, and business of each, on what transport he is serving, and in what capacity, whether paid or as a volunteer, and if paid, at what rate, and in what capacity, if any, he has been previously employed by the Commission, with references to the confidential reports to be made by Medical Directors of transports after each trip, as to the capacity and conduct of those serving under them respectively.

There shall also be a Register of applicants for positions on transports or for hospital service at the seat of war, stating the name, age, residence, and business of each, his references, the position for which he applies, the compensation, if any, he expects, and the notice he will require before leaving home—with the name of the member of the Committee by whom he has been examined and approved.

There shall be an Inquiry Book, in which persons calling at the office for information can enter the question they ask, and the place to which answers are to be addressed.

7.

Applicants for positions in the transport service will apply to the Committee, at the office of the Commission, at half-past three P. M. If approved, they will be assigned to duty at once, or their names will be registered for vacancies that may occur. They must subscribe a declaration of their loyalty to Government, and a promise to conform strictly to the rules of the Commission, and obey all orders of the Medical Director or his representative, in the following form:

"I, ————, do certify and declare that I am true and loyal to the "Government of the United States of America, and that my object in "applying for the position of in the service of the Sanitary "Commission, is that I may aid the National cause by rendering assist-"ance to the sick and wounded of the National Army. And I promise to "fulfil my duties as such to the best of my ability, and to "render prompt obedience to all orders of the Medical Director of the "transport to which I shall be assigned, or of his representatives, with the "distinct understanding that for any act of insubordination or other mis-"conduct, I am liable to be at once discharged from service, and put on "shore."

8.

Requisitions on the Medical Purveyor, Assistant Quartermaster, and Commissary of Subsistence, shall be made by the usual printed forms. Copies of these forms shall be bound up in book form, and filled up, so as to be duplicates of those sent in. Each copy shall specify the transport for which such requisition was made.

9.

For each transport there shall be a Medical Director, with assistants, a Quartermaster, an Apothecary, and as many dressers and nurses as may be required. All orders of the Medical Director are to be obeyed by every person on his transport in the service of the Commission.

The Quartermaster has charge, under the Medical Director, of all stores and supplies (except those in charge of the apothecary.) He is also responsible for the order and condition of the quarters of the patients, and of those assigned to the agents of the Commission, and others.

In cases of haste and emergency, of which the Medical Director is to be the judge, any agent of the Commission may be assigned to any office or put on any duty the Director may think expedient, without regard to the particular capacity in which he is employed.

10.

On leaving port, it is the duty of the Medical Director to divide the ship into suitable wards; to see that all berths and cots are conspicuously numbered; to assign to each ward, provisionally, its medical officer, dressers, and nurses, and, generally, to see that the transport is in all respects ready for the reception and treatment of patients.

On arriving at his destination, he will report, in writing, to the nearest executive officer of the Commission, and to the Assistant Quartermaster and Medical Director of the post, stating what number of men he is prepared to receive, and giving any information in his power as to the class of cases for which the transport is best suited. During the reception of patients on Board, he will, so far as his professional duties permit, exercise a general supervision over the ship's Quartermaster, to see that the men's effects are carefully marked and stowed away, and that no one but the Quartermaster and his assistants has an opportunity to interfere with them; and he will cause every complaint as to the loss of effects or money by any patient to be promptly investigated. He will see that the Quartermaster prepares a full and accurate list of patients on board,

for the purpose of registry, as provided in § 6, and in case of the death of a patient, that any articles he may have about him which would be valued by his family are carefully put up and marked for transmission to them.

On arriving at New York he will report, in person, forthwith, to the office of the Commission, and as soon as the patients are discharged, will return the list above mentioned to the office, and also a copy of the roster, with a confidential report as to the conduct and capacity of all agents of the Commission employed on that trip. It is desirable also, that he make as soon as practicable a general report in writing to the Executive Committee, stating any special matters connected with the trip, and, in particular, any improvements in the management of the transport service, which his experience may enable him to suggest, and any facts that have come under his observation, in regard to the Sanitary condition of the Shore Hospitals and of the Army generally.

11.

Such reports will also be made, if the ship discharge her patients at any port other than New York. The Medical Director will in that case, however, report in person, immediately on his arrival, to the office or representative of the Commission, if any, at such port.

12.

It is the duty of the Quartermaster to attend on board the transport while in port, fitting up for her next trip. He will see that the stores are properly stowed when received on board, and that they correspond with the orders given, and will give receipts for them on their delivery to accompany the bills. He will see that no depredations are committed, and that all wine and spirits are securely kept. He is to make up a complete invoice of all stores taken on board, and of the surplus, if any, after the last preceding trip, and must be able at once to find any portion of them when required for use.

He is also to assign quarters to all agents of the Commission on board, and to see that they are in proper order, and to attend to the police of so much of the transport as is used for hospital purposes. He will make a thorough inspection of the Wards daily, and when the ship has patients on board, twice a day, and will cause them to be thoroughly cleaned, all litter and refuse food to be removed from them, and from the deck, and everything offensive to be promptly removed.

He will keep a record of all stores issued by him, and will immediately, on his return, report to the Superintendent a statement of what is left.

When patients are being brought on board, it is his duty to stand at the gangway, with such assistants as may be required, to number each man, and receive from him his knapsack, or other property; affix to it a ticket with a corresponding number, and see it safely stowed away. If (contrary to regulations) the men bring their arms with them, and there be no officer of the U. S. A. by whom they can be taken back to their proper place of deposit, they will be numbered and put away in like manner.

It is the duty of all the officers, but especially of the Quartermaster, to repress any improper conduct on the part of the nurses and servants, and to report it at once to the Medical Director.

13.

The Apothecary is to prepare an invoice of the medical stores in his charge, and to report to the Superintendent, on his return, what portion of them remain unexpended. He is to issue no wine or spirits except on the written order of the Medical Director, which orders will be returned to the Superintendent as a voucher for the amount consumed.

14.

On the arrival of a transport, the Transportation Agent will board her forthwith, and take the necessary steps to prepare her for another trip with the least possible delay. He will obtain the signature of a member of the Executive Committee to the necessary requisitions, and deliver them at the proper offices, and do all in his power to expedite the issuing of the stores called for, and their delivery on board—purchase such other stores as may be required—send bedding to the laundry—have the ship cleaned and disinfected—and give directions for any work required to be done on board.

He will notify all persons furnishing supplies or labor, that their bills must be sent to the Superintendent's office immediately on the completion of the work or delivery of the goods.

15.

On the arrival of a transport, the volunteers in the service of the Commission attached to it, will forthwith report to the Superintendent, and state

whether they desire to continue in such service. And all paid agents attached to it, will also report to the Superintendent forthwith, and present their claims for compensation. Omission to do so for three days, (except in case of illness,) will be considered equivalent to a waiver of all claim for compensation.

16.

As perfect subordination is absolutely indispensable, no distinction can be made in the transport service between volunteers and paid agents in the transport service. Both classes must be alike prepared to devote themselves wholly to their duties, and to obey the orders of their superior officers with equal promptitude, while in the employ of the Commission.

17.

The transports of the Commission cannot be used for the accommodation of persons visiting the seat of war for the gratification of curiosity, or for private and personal reasons. But Medical Directors are authorized to give shelter and rations to officers of the Army, and others on public service, who may be unable otherwise to procure them.

18.

Medical Directors will use the utmost vigilance to exclude from their transports such men as are but slightly ailing, and ought not to leave their regiments. They will, if possible, put themselves in communication on this subject with the proper military and medical authorities most readily accessible, stating that the Commission has heretofore been required to convey North many whose ailments were too slight to entitle them to sick leave, and that the patriotic bounty of the people entrusted to the Commission has been thus misapplied and perverted, against its protest, and requesting that some duly authorized officer be detailed to inspect all officers and men sent on board as invalids, and decide whether they are or are not fit for duty.

The names of all "malingerers" detected during the home voyage will be noted by the Director. He will forbid their leaving the ship until they have been reported to the proper military authority at her port, and allowed by him to do so.

19.

The Transportation Agent will keep the public informed, through the daily press, of the arrival and sailing of the transports of the Commission.

20.

Immediately on the arrival of a Commission transport at Washington, Baltimore, Philadelphia, or Boston, the representatives of the Commission at that port will inspect her, and report in writing to the Executive Committee their opinion as to her order and cleanliness, the efficiency of her medical staff, and the condition of her patients, and also whether they hear complaints by any of the latter of misconduct by agents of the Commission, and whether they can suggest any change that will render the transport service more efficient.

21.

Ladies volunteering for service on transports must consider themselves bound while on duty to the strict subordination which is required of all persons employed by the Commission.

22.

No one employed by the Commission is allowed to leave the transport to which he is attached without express permission from the Medical Director. Furloughs at a home port can be granted only by the Executive Committee.

23.

The Quartermaster shall report to the Executive Committee the name and rank of any person allowed by Government transportation on any transport of the Commission.

24.

As soon as possible after the arrival of any transport at New York the Transportation Agent will telegraph to the principal Executive Officer of the Commission, and to the Assistant Quartermaster and Medical Director at her point of destination, stating what number of patients she can carry and when she will be ready to return.

25.

No person employed by the Commission in its transport service shall, under any pretext, receive compensation, in any form, from any soldier or other patient, or from any person allowed transportation by Government, for services of any nature whatever.

26.

It is the duty of any Agent of the Commission who shall become aware of the existence of any abuse or the occurrence of any misconduct on his transport to report the same to the Medical Director forthwith, and to the Superintendent on the arrival of the transport at New York.

27.

No gaming for money is permitted on any transport.

28.

No person but the Medical Director is authorized or allowed to take charge of any money or valuables belonging to a patient, except such as the Quartermaster is to receive from patients when brought on board.

29.

Persons entering the service of the Commission as volunteers will be allowed their necessary expenses of board and travel during the intervals between the trips of their transports. But they will, under no pretext, be allowed compensation for past services.

30.

A copy of these Rules will be furnished to every person employed in the transport service.

Adopted July 15th, 1862.

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